

# PTO Recording Secretary Job Description

## Characteristics:

- Desire to serve the PTO, the school, and ultimately the students
- Understanding of the organization's mission
- Good listening skills
- Effective communication skills
- Good computer skills
- Strong organizational skills

## Responsibilities:

- Prepare agendas for general meetings
  - Record and distribute minutes of executive board meetings and general meetings
  - Maintain a complete file of all approved minutes, agendas, and materials distributed at any official PTO meeting
- Typical Monthly Tasks:
- Attend executive board meetings and participate in discussions and decision making
  - Record minutes of executive board meetings
  - Prepare agendas for general meetings, as developed in the executive board meeting
  - Photocopy the minutes from the last general meeting for distribution (and approval) at the upcoming general meeting
  - Record minutes of general meetings and distribute them in a timely manner
  - Maintain website documents (Agenda, Minutes)
  - Post Agenda on social media before each meeting

## Typical Monthly Tasks:

- Familiarize yourself with Robert's Rules of Order, especially the instructions about the content and format of an agenda and minutes
- Set up a filing system at your house and on your computer
- Update website with Minutes and Agenda

## Training and Resources:

- One-on-one with outgoing recording secretary
- PTO Today's Leader's Toolkit
- Past files and examples
- Computer files